# RULES AND REGULATIONS

The following Rules and Regulations govern the use and quiet enjoyment of our condominiums and the common areas of Snowater. Authority to create and enforce these rules is vested in the Board of Directors by the STSA Bylaws PART 4 Powers (i) of Snowater Timeshare Condominium Association.

**ARRIVAL AND ENJOYMENT OF USE**

**CHECK IN / CHECK OUT**

Check in time is 4:00p - 10:00p on Friday. Check out time is 11:00a the following Friday. Office hours are 10:00a to 5:00p Saturday - Thursday, and 10:00a to 10:00p Friday. Special arrangements for late arrivals can be made with the Time Share Office. Keys and gate cards must be turned in to the office by 11:00a Friday~~,~~ in order to facilitate cleaning of the units and common areas.

**OCCUPANCY**

No more than 5 persons may occupy a 1-bedroom unit and no more than 7 persons may occupy a 2-bedroom unit.

**KEYS AND GATE FOBS**

Please do not give the adult (red magnetic) key to any family member or guest under 18 years of age.

Keys and gate fobs must be turned into the office when you check out. Please advise the office immediately in the event of loss so locks can be changed and the gate fob decoded. If you take the keys and/or gate fob home by accident, please notify the office and mail them back. You will be charged full replacement cost if the items are not returned by 4:00 pm the following Friday.

**PARKING**

Please do not park anywhere other than paved, designated parking areas. Parking in the fire lanes, in front of the dumpster, in flower beds, on graveled areas or any parallel parking along the roadside will result in towing at the owner's expense.

**GUESTS / RENTERS**

Owners are responsible for making all reservations, cancellations, etc., for guests/renters. Owners must provide their guests/renters with a signed Guest Registration Form (available at the front office). This form must be presented at the front desk when registering. The unit will not be released without a guest registration form; this security measure is for the protection of the owners and Snowater.

**RESPONSIBILITY OF OWNERS**

Owners are financially responsible for guests/renters and will be billed for any unpaid housekeeping fees, damage claims, missing inventory, lost keys, gate fobs, etc. Monies due the Time Share Association by an owner must be paid before the owner's next visit to Snowater; should questions arise, Snowater records will be considered to reflect the most accurate accounting of what has transpired.

It is suggested that owners consider requesting damage/security deposits when renting out their unit as a precaution and to protect themselves. The Time Share Manager can advise the owner if the unit was left in a satisfactory condition and if the deposit should be refunded to the renter by the owner.

**UNIT INVENTORY**

A check list of your unit's inventory is provided in each unit. Owners are billed for missing inventory, so if dishes, linen, etc., is taken out of the unit, make sure to bring it back. A Comment Card is also provided in each Unit for the reporting of needed repairs, shortages of inventory noticed at the time of checking in, etc. Please feel free to add any remarks, suggestions, etc., and turn the form into the office.

**FIREPLACE**

The units are equipped with propane gas inserts. The glass will become very hot when operating. Be sure to monitor small children when in use. Please turn down thermostats when the unit is not occupied or on departure. Fireplace operates safely without power.

**BASEBOARD HEATERS**

Base board heaters get very hot. Do not push furniture against them or anything else such as cushions, towels, clothing, etc.

**SKI EQUIPMENT**

Lock skis and boots in the outside ski locker, not inside the unit.

**PETS**

1. Pets must be reported at Check-in.
2. Two household pets are allowed per unit.
3. Pets must be kept on a leash in all Common Areas.
4. Pick up waste and dispose of properly. Bags are provided at the Front Office, Rec Bldg., the Clubhouse, and Log Cabin.
5. Animals are not permitted on couches or beds. The Pet Fee covers flea bomb and Unit cleaning. Laundering of bedspreads or blankets due to animal hair or carpet cleaning due to pet stains will incur extra charges.
6. Do not leave pets unattended in the Unit or on the Deck.

**GENERAL**:

1. **NO SMOKING POLICY**: STSA has a strict *NO SMOKING* policy. Smoking is not permitted in your Unit, on your Deck, or covered entryways. Smoking is not allowed in common buildings. Be considerate of your neighbors. Do not smoke or burn anything (including incense) that will cause smoke to travel to another Unit. Cigarette butts must be disposed of properly and not thrown on the ground.
2. **NOISE**: Please exercise care so as not to disturb your neighbors, particularly in the use of musical instruments, radios, stereo's etc. Quiet hours at Snowater are from 11:00 PM - 8:00 AM.
3. **PERSONAL BELONGINGS**: STSA is not responsible for any personal items while staying at Snowater.

**UPON DEPARTING**

**DIRTY DISHES** are to be rinsed thoroughly (especially pots & pans), placed in the dishwasher, and the cleaning cycle started. Please DO NOT put Jenn-Air Stove grill or grates in the dishwasher, wash by hand, or leave in the sink to soak. Do not put the element in the dishwasher. Dish washing soap is stored under the sink.

**GARBAGE** - Place all garbage in plastic bags and seal the tops. Take ~~all~~ garbage to Dumpster located at the bottom of the hill near the Clearwater building.

**THERMOSTATS** - Place wall thermostats at 50.

**FIREPLACE** – When you leave make sure the unit is set to 50 degrees.

**HIDE-A-BED** –Remove linens between uses, being careful that the bedding does not get caught in the mechanism and rip. Strip and close the bed after final use. Place dirty laundry on the lower level bathroom floor.

**LIGHTS** – Turn off all lights.

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**MAINTENANCE ASSESSMENT**

Owners who are delinquent in the payment of their quarterly assessment will be sent a letter from the Board advising them of their delinquent status. In-house trading privileges, use of the unit, and voting rights will be suspended until assessments are brought current.

**GOOD STANDING VERIFICATION POLICY FOR EXTERNAL EXCHANGING**

Before your week can be exchanged, the external company requires written authorization / verification from Snowater Time Share that the date, unit number, reservation number, and unit size are correct. Our office also confirms that that the owner is in good standing and that STSA will have the unit available.

Owners that have a history of delinquencies will only be able to gain good standing verification under the following terms:

1. The STSA staff will not verify weeks requested for exchange~~,~~ with any trading network such as, but not limited to, II and RCI, if the Time Share Owner has a history of delinquency (as defined below) with STSA. For a Time Share Owner to clear their delinquent status, they must make timely payments for a period of one year.
2. A history of delinquency is defined as:
	1. Quarterly maintenance assessments 90 (ninety) days in arrears, once a year.
	2. Housekeeping and/or exchange fees 60 (sixty) days in arrears, once a year.
3. An exception will be made for a "historically delinquent" owner under the following terms. Verification will be given if advance payment of maintenance assessments is received through the quarter in which the week being deposited falls. Advance payment of the housekeeping and exchange fee for the deposited week will also be required. Advance payments will be made at the rate existing at the time of the verification notice. If prior to the week being exchanged the rate increases, STSA will bill the Time Share Owner the difference between the paid and current rates.